
November 1, 2004

WEST VIRGINIA BULLETIN NO. WV360-5-3

SUBJECT: PER – Performance Work Plans (Pass/Fail System) and Individual Development Plan.

Purpose: To remind supervisors that performance work plans must be submitted to Personnel for all employees.

Expiration Date: This bulletin expires November 15, 2004.

The “PERFORMANCE WORK PLAN” for each employee for fiscal year 2004 must be in Personnel by Monday, November 15, 2004. Please remember to send Personnel the entire original work plan for the employee. You need to ensure that employees receive a copy and that the supervisor retains a copy.

Last year, you were requested to set up the performance standards/elements for employee(s) that you supervise in Internet Combined Administrative Management System (I-CAMS). This fiscal year, you will rate your employee(s) in the [I-CAMS](#) system based on those elements you developed in FY-04 (10/01/03 – 9/30/04). Please supply a paper copy of this document to the Human Resources Section for their files.

Performance Work Plans for fiscal year 2005 should have been developed within 30 days. Performance standards will be established through I-CAMS. Performance Management Policy is located in the [General Manual, Title 360, Part 409, Subpart C](#).

As a reminder, it is stated in [360 GM Part 410-11](#) that the supervisor and employee are to prepare an IDP. The purpose of the IDP is to ensure that employees are receiving the necessary training to perform effectively in their position and to prepare employees for greater responsibility. The IDP should be reviewed during performance appraisals and updated annually. For new employees, IDP's are to be developed within 30 days after reporting for duty. A paper copy of the IDP should be sent to Human Resources.

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If you have any questions regarding these matters, please contact Larry Sargent at (304) 284-7599, or Karen Fitchett at (304) 284-7552.

/s/

**LILLIAN V. WOODS
State Conservationist**

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